

Message Text

UNCLASSIFIED

PAGE 01 PORT O 00942 281909Z

70

ACTION OIC-02

INFO OCT-01 ARA-10 IO-10 ISO-00 AID-05 EB-07 OC-05 CCO-00

PER-03 /043 W

----- 080616

R 281810Z APR 75

FM AMEMBASSY PORT OF SPAIN

TO SECSTATE WASHDC 7655

INFO USMISSION USUN NEW YORK

USIA WASHDC

UNCLAS PORT OF SPAIN 0942

E.O. 11652: N/A

TAGS: OCON OTRA ECLA AFSP

SUBJECT: CONFERENCE ARRANGEMENTS FOR ECLA 16TH SESSION -
MAY 6-15, 1975

REF: A. STATE 082274; B. PORT OF SPAIN 0850;
C. STOKES/TODD/OLSON TELCON OF 4/25/75

1. SECRETARIAL ASSISTANCE. IN VIEW OF THE DIVERSE HOURS SECRETARIAL COVERAGE WILL BE REQUIRED, RECOMMEND TDY SECRETARY BE ASSIGNED FOR CONFERENCE. THERE ARE ONLY TWO CLEARED SECRETARIES ASSIGNED TO POST WHO ARE OCCUPIED FULL-TIME WITH MISSION RESPONSIBILITIES AND THEREFORE IT IMPOSSIBLE TO MEET REQUIREMENTS OF BOTH POST AND DELEGATION.

2. COMMUNICATIONS ASSISTANCE. BY STAGGERING HOURS AND AUTHORIZING OVERTIME TO COMMUNICATIONS OFFICERS, COMMUNICATIONS HOURS CAN BE EXTENDED TO 8:00 P.M. OR LATER. IF TELEGRAPHIC PROCESSING REQUIREMENTS EXCEED THE TWO TO THREE INCOMING AND OUTGOING CABLES MENTIONED REF C. OR IF TEXT OF CABLES IS LIKELY TO BE EXCEPTIONALLY LONG, THE ASSIGNMENT TDY COMMUNICATOR DURING PEAK WORKLOAD WOULD BE DESIRABLE.

3. PRESS ARRANGEMENTS. USIA HAS ASSIGNED TDY CLEARED SECRETARY FOR DURATION OF CONFERENCE TO HELP WITH
UNCLASSIFIED

UNCLASSIFIED

PAGE 02 PORT O 00942 281909Z

INFORMATION OUTPUT.

4. HOTEL. EMBASSY NOW HOLDS CONFIRMED RESERVATIONS HOLIDAY INN TO INCLUDE ONE SUIT (US\$46), ONE DOUBLE (US\$28) AND FIVE SINGLES (US\$23).

5. OFFICE ARRANGEMENTS. EMBASSY CONFERENCE ROOM WILL BE EQUIPPED WITH DESK AND SECURITY CONTAINER FOR SECRETARY. ADJACENT OFFICE SHOULD BE SUITABLE FOR AMBASSADOR FERGUSON'S REQUIREMENTS.

6. TRANSPORTATION. ADVISE CAR ARRANGEMENTS DESIRED (SEE REF B.)

7. FUNDS. DUE TO LIMITED FUNDING AND RECENT BUDGET-ARY RESTRICTIONS, POST IS UNABLE TO FUND THE UNUSUAL EXPENSES ASSOIIATED WITH CONFERENCE. SECRETARIAL, COMMUNICATIONS, PRESS DUPLICATING, DRIVER AND OTHER OVERTIME SHOULD BE FUNDED. WILL DELEGATION PAY FOR HOTEL AND VEHICLE REQUIREMENTS OR WILL FUND CITATION BE PROVIDED EMBASSY SO IT CAN SETTLE THESE BILLS?

8. REPRESENTATION. A SMALL ORDER OF DUTY FREE LIQUOR I.E. SCOTCH, GIN, RUM HAS BEEN PLACED.

9. ACCESS TO EMBASSY BUILDING AFTER HOURS. AS EMBASSY DOES NOT HAVE MARINE GUARDS, BUILDING IS NORMALLY SECURED DURING NON-WORKING HOURS. ONCE STAFFING CON-SIDERATIONS AND DELEGATION OFFICE HOURS HAVE BEEN CLARIFIED, SUITABLE ACCESS ARRANGEMENTS CAN BE MADE.
MILLER

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 28 APR 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975PORTO00942
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750149-0154
From: PORT OF SPAIN
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750411/aaaaakcj.tel
Line Count: 91
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION OIC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 082274, 75 PORT OF SPAIN 0850
Review Action: RELEASED, APPROVED
Review Authority: ShawDG
Review Comment: n/a
Review Content Flags:
Review Date: 10 JUL 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <10 JUL 2003 by maginmm>; APPROVED <07 JAN 2004 by ShawDG>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
05 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: CONFERENCE ARRANGEMENTS FOR ECLA 16TH SESSION - MAY 6-15, 1975
TAGS: OCON, OTRA, AFSP, ECLA
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 05 JUL 2006